

Façade Improvement Program Application Form

A. Building Information

Building Name:			
Legal Description:			
Address:			
No of Stories:		Space Allocation	
No of Primary (Street Facing) Facades:		Retail %: _____	
Total Square Feet:		Office %: _____	
Year Built:		Residential %: _____	
Approx. Market Value:		Other %: _____	

B. Applicant Information

Building Owner:	
SSN or Tax I.D. No.:	
Contact Name:	Owner Type (Check One)
Address:	<input type="checkbox"/> Individual(s)
City/State/Zip:	<input type="checkbox"/> Proprietorship
Phone:	<input type="checkbox"/> Partnership
Fax:	<input type="checkbox"/> LLC
Email:	<input type="checkbox"/> Corporation

C. Proposed Project

1. Describe in detail the proposed "project" being undertaken (e.g. awning replacement, cornice repair). This narrative should describe the same project outlined by the financials. (Attach additional sheets if necessary.)

2. Project Start Date:

3. Project Completion Date:

4. Explain why Façade Improvement Funds are required to complete the project. Would improvements be completed without assistance or would improvements be made to a lesser degree?

D. Summary of Eligible Project Costs

Proposed Work	Contractor/Subcontractor	Estimated Completion Date	Primary Façade(s) Work Costs	Other Eligible Work Costs	Total Estimated Costs
Total Estimated Eligible Project Costs					
Percentage of Total Estimated Costs ("Other Eligible Work" cannot exceed 40% of total Eligible Costs)					
Construction Contingency (Cannot exceed 10% of Construction Costs)					
Total Eligible Project Costs with Construction Contingency.					

E. Maximum Assistance Calculator

To determine maximum assistance available, complete both sides of table.

Façade-based Calculation		Eligible Cost-based Calculation	
No. of Primary (Street Facing Facades) =		Total Estimated Costs (From F Above) =	
	x \$25,000		x .5
Maximum Construction Assistance =		Maximum Construction Assistance =	
Design Costs (If applicable) +		Design Costs (If applicable) +	
Total =		Total =	
Total Amount Requested must equal lessor of two calculations above.			

F. Repayment Amount Calculator

Total Amount Requested (Must equal lessor of two calculations above.) =	
Design Costs -	
Façade Loan Request =	
Loan Forgiveness Multiplier	x .8
Amount to be Repaid (Loan Request minus 20% Loan Forgiveness) =	

G. Summary of Non-Eligible Improvements

Bids for non-eligible work are not required as part of this application.

Proposed Non-Eligible Work	Contractor/Subcontractor	Estimated Completion Date	Estimated Costs
Roof Repair			
Interior Remodeling			
Major Structural Improvements			
Parking Lot/Driveway Repair			
New Signage			
Other:			
Other:			
Other:			
Total Non-Eligible Costs			\$0.00

H. Current Tenancy

Tenant Name	Tenant Type (retail, office, residential, etc.)	Current Monthly Rent	Monthly Rent after Improvements Completed (If different)
Total			

I. Operating Expenses

Expense Type	Annual Expense Amount	Expense Type	Annual Expense Amount
Insurance		Miscellaneous Operating Expenses	
Maintenance		Management Fees	
Property Tax		Depreciation Expenses	
Amortized Expenses		Other	

J. Current Indebtedness

Please furnish information on **BUILDING-RELATED** debts, contracts, notes and mortgages payable.

Type	To Whom Payable	Original Amount	Origination Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment
1st Mortgage							
2nd Mortgage							
Other							
Other							
Other							
	Total		Total			Total	

K. Proposed Financing

Source	Type	Rate	Term (In Years)	Eligible Costs (From D Above)	Non-Eligible Costs (From G Above)	Total Costs
Façade Program Assistance	Term Loan	0%			N/A	
Owner Equity	Not Applicable					
Senior Lender:						
Other:						
Other:						
Other:						
Total						

L. Application Attachments

Check if Submitted. If not submitted, provide an explanation.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Written Bids/Quotes for work to be completed.
<input type="checkbox"/>	<input type="checkbox"/>	Design Plan or detailed description of work to be completed.
<input type="checkbox"/>	<input type="checkbox"/>	Building Photographs.
<input type="checkbox"/>	<input type="checkbox"/>	Letters of Commitment (from others involved in financing).
<input type="checkbox"/>	<input type="checkbox"/>	Building/business financials.
<input type="checkbox"/>	<input type="checkbox"/>	Personal financial statements for each building/business owner.

M. Applicant Signature

I certify that all information contained in this document and any attachments or exhibits is true and correct to best of my knowledge and are submitted to the City of Lincoln so the City can decide whether to grant a loan or participating with a lending institution in a loan to me.

I agree to pay for or reimburse the City for the cost of any surveys, title or mortgage examinations, appraisals, credit reports, etc., performed in connection with this loan application.

I authorize the City of Lincoln to research the company's history, research key individual's histories, contact respective financial institutions, obtain credit reports and perform other related activities necessary for the reasonable evaluation of this application.

Signature

Date

Façade Improvement Program Disclosure Statement

By signing and submitting this disclosure statement, the applicant hereby agrees to the following:

1. Applicant agrees that the acceptance of this application does not commit the City to enter into an agreement, to pay any costs incurred in its preparation, to participate in subsequent negotiations, or to contract for the project. Further, the acceptance of this application does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right to reject any or all applications or to request more information from any and/or all applicants.
2. The applicant also agrees that Facade Design Assistance will only be considered for the proposed project by the City if: 1) a Facade Design Assistance application was submitted to the Urban Development Department within the six months prior to the date of this application, 2) a facade design has been completed and is included with this application, and 3) bids or quotes for all proposed work were obtained and are included with this application.
3. Applicant hereby certifies that all information contained in this document and any attachments is true and correct to the best of the applicant's knowledge. Applicant also gives permission to the City of Lincoln to research the building's history, research the applicant's history, contact respective financial institutions, obtain credit reports and perform other related activities necessary for the reasonable evaluation of this proposal.

Should assistance be provided applicant/borrower agrees:

1. To comply with all applicable provisions of federal statutes and regulations concerning equal employment opportunities for persons engaged in rehabilitation work undertaken in connection with program assistance.
2. To keep such records as may be required by the City in connection with the work to be assisted.
3. To not discriminate upon the basis of race, color, sex, marital status, handicap, religion or national origin in the sale, lease, rental, use or occupancy of the property to be assisted.
4. To allow no member of the governing body of the City of Lincoln and no employee of the City of Lincoln to have any interest, direct or indirect, in the proceeds of any loan or in any contract entered into by the borrower for the performance of work financed, in whole or in part, with the proceeds of the loan.
5. That No financial assistance will be provided if the project involves the permanent and involuntary displacement of tenants unless the applicant agrees to provide financial assistance to the tenants at levels consistent with the Federal Relocation and Real Property Acquisition Act, as amended. Such assistance granted will not, however, be counted in the private match requirement.

In addition, the applicant is aware of the following:

1. This assistance involves federal funds and requires compliance with federal guidelines, including Davis-Bacon Wage Rates, Handicapped Accessibility and Historic Preservation.
2. If assistance is given, an audit of the project may be required.
3. The applicant will be obligated to maintain the building improvements for a period equal to length of loan repayment.
4. The maximum participation by the same or common owners in CDBG-funded economic development programs is limited to a total of three projects unless a waiver is granted by the Mayor in the form of an executive order.
5. Financial assistance will not be provided if property taxes or special assessments are in arrears.

Signature

Date